

**BY ORDER OF THE COMMANDER  
96TH TEST WING**

**96th TEST WING INSTRUCTION 61-201**

**17 OCTOBER 2013**



***Scientific/Research and Development***

***LOCAL SCIENTIFIC AND TECHNICAL  
INFORMATION PROCESS***

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This 96 Test Wing (TW) Instruction defines base requirements of the scientific and technical information process of handling scientific and technical data produced by the 96 TW units and the responsibilities of 96 TW personnel relative to the release of such information. This OI implements AFD 61-2, *Management of Scientific and Technical Information*; AFI 61-201, *The Local Scientific and Technical Information Process*; AFI 61-204, *Disseminating Scientific and Technical Information*; Department of Defense (DoD) Directive 5230.24, *Distribution Statements on Technical Documents*; DoD Directive 3200.12, *DoD Scientific and Technical Information*; DoD Directive 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*; and DoD Manual 5200.01-V2, *Information Security Program, Volume 2*. Local STINFO Officer and Unit Liaisons help their commanders and directors produce, protect, and control dissemination of technical data and provide the information needs of individuals in the organization. Send recommended changes or comments for this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This instruction outlines 96 TW policies and processes to be followed after a scientific or technical document or other form of media has been edited, coordinated and approved within the 96 TW and then seeks approval for secondary distribution. Primary distribution refers to

documents and other deliverables due to the customer and to other parties listed on the test or technical documentation's Distribution List; secondary distribution refers to all other distribution of Scientific and Technical Information (STINFO). It is applicable to all units and activities assigned to the 96 TW at Eglin AFB. The 96th Test Group (96TG) at Holloman AFB will follow the process and release the products as defined in 96 TGI 61-1, *Management of STINFO*.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the AFRIMS RDS located at <https://www.my.af.mil/afirms/afirms/rims.cfm>

## **1. Responsibilities.**

1.1. The STINFO Officer, 96th Test Wing (96 TW/XPX), is the OPR for disseminating technical and professional publications, videos, and presentations (STINFO products) including reports generated by test projects. All STINFO products will be approved at the squadron level prior to submission to the STINFO OPR. Coordinates training requirements for STINFO Liaisons and obtains or develops special training as required for scientists, engineers, analysis, and other technical personnel. The STINFO Officer will:

1.1.1. Assist 96 TW units in publication and dissemination of technical materials that document the observations, results, findings and recommendation of 96 TW efforts to the Defense Technical Information Center (DTIC), Information Analysis Centers and major technical libraries.

1.1.2. Identify STINFO requirements for the 96 TW and communicate to affected units through the appropriate STINFO Liaison, commander or director. STINFO Officer shall follow-up on the execution of all requirements ensuring compliance.

1.1.3. Review all STINFO materials submitted by the units to ensure appropriate security and distribution markings are applied to control secondary distribution.

1.1.4. Provide guidance that edifies this instruction to all 96 TW personnel via a dedicated web site on the 96 TW SharePoint page.

1.1.5. Serve as the DTIC focal point for submissions for Work Unit Information Summaries (WUIS) per AFI 61-203 and AFI 21-201, due in January of each year.

1.1.6. Identify work efforts which require WUIS reporting. Update the information into the Unified Research and Engineering Database (URED)

1.1.7. Conduct STINFO training during Test Engineering (TE) and Program Engineering (PE) indoctrination training. When necessary due to scheduling conflict or mission requirements, a STINFO Liaison may conduct this training.

1.1.8. Maintain and issue tracking numbers for documents to be sent to DTIC for knowledge storage. Maintain log and track all STINFO Documents, to include conference/meeting minutes that are sent to DTIC. May mail or transmit documents for all units as necessary.

1.1.9. Work closely with unit STINFO Liaisons to ensure all required documents are sent to DTIC in an appropriate time frame.

1.1.10. Work closely with the base contracting, base security office, and base public affairs office to ensure proper markings and only appropriate level of STINFO documents are disseminated for public release.

1.1.11. Schedule and conduct a quarterly STINFO POC meeting with all units within the 96 TW. STINFO Officer shall produce and disseminate minutes from such meeting.

1.1.12. Schedule and conduct a yearly review of all units' STINFO program IAW AFMC IG Checklist.

1.2. STINFO Liaisons. Each 96 TW unit shall appoint a STINFO Liaison in writing to manage the units' scientific and technical information, ensuring complete compliance with all STINFO regulations. Letter of appointment shall be sent to the 96 TW STINFO Office.

1.2.1. All liaisons will obtain appropriate training by contacting the 96 TW STINFO Officers upon appointment. All liaisons will be required to take appropriate training yearly and forward certificates of completion to the 96 TW STINFO Office. 96 TW STINFO Officer shall track and coordinate all annual training requirements.

1.2.2. All liaisons shall attend quarterly STINFO meetings, which will be scheduled by the 96 TW STINFO Office.

1.2.3. Liaisons shall contact the 96 TW STINFO Office for tracking numbers for all STINFO- marked documents and coordinate when documents are to be sent to DTIC.

1.2.4. Documents can be sent to DTIC by either the liaison or 96 STINFO Officer, but the 96 TW STINFO Office must be notified prior to sending documents for tracking purposes.

1.3. Test Managers (TM), Program Managers (PM), Test Engineers (TE), Program Engineers (PE) principal investigators, technical personnel, and researchers shall record, as technical publications, all significant scientific or technological observations, findings, recommendations, and results derived from Air Force Research, Development, Test & Evaluation (RDT&E) efforts (ref. AFI 61-202). The TM, PM, TE, PE, principal investigators, technical personnel and researchers will:

1.3.1. Process all technical documents in accordance with squadron instructions prior to submission to the 96 TW STINFO Officer for distribution outside of the 96 TW.

1.3.2. Ensure that all technical documents being submitted to the 96 TW STINFO Officer for distribution outside of the 96 TW are properly marked for distribution and destruction in accordance with USAF and DoD directives and regulations. When 96 TW case numbers and dates are not available at initial submission, leave placeholders in the statements and backfill when the information becomes available prior to distribution (See Figure 1).

1.3.3. Documents submitted to the 96 TW STINFO Officer will be in final edited form, marked with appropriate distribution statements including a placeholder for the 96 TW case number and date if one is being requested.

1.3.4. Ensure that all classified documents are properly marked in accordance with the guidelines for Controlled Access Program Coordination Officer (CAPCO) markings before submission to the 96 TW STINFO Officer for release. The AF 1768, Staff Summary Sheet, for classified documents will be stamped, "FOR OFFICIAL USE ONLY." If assistance is needed with markings, first contact the unit security monitor; additional assistance is available from the 96 TW/IPC.

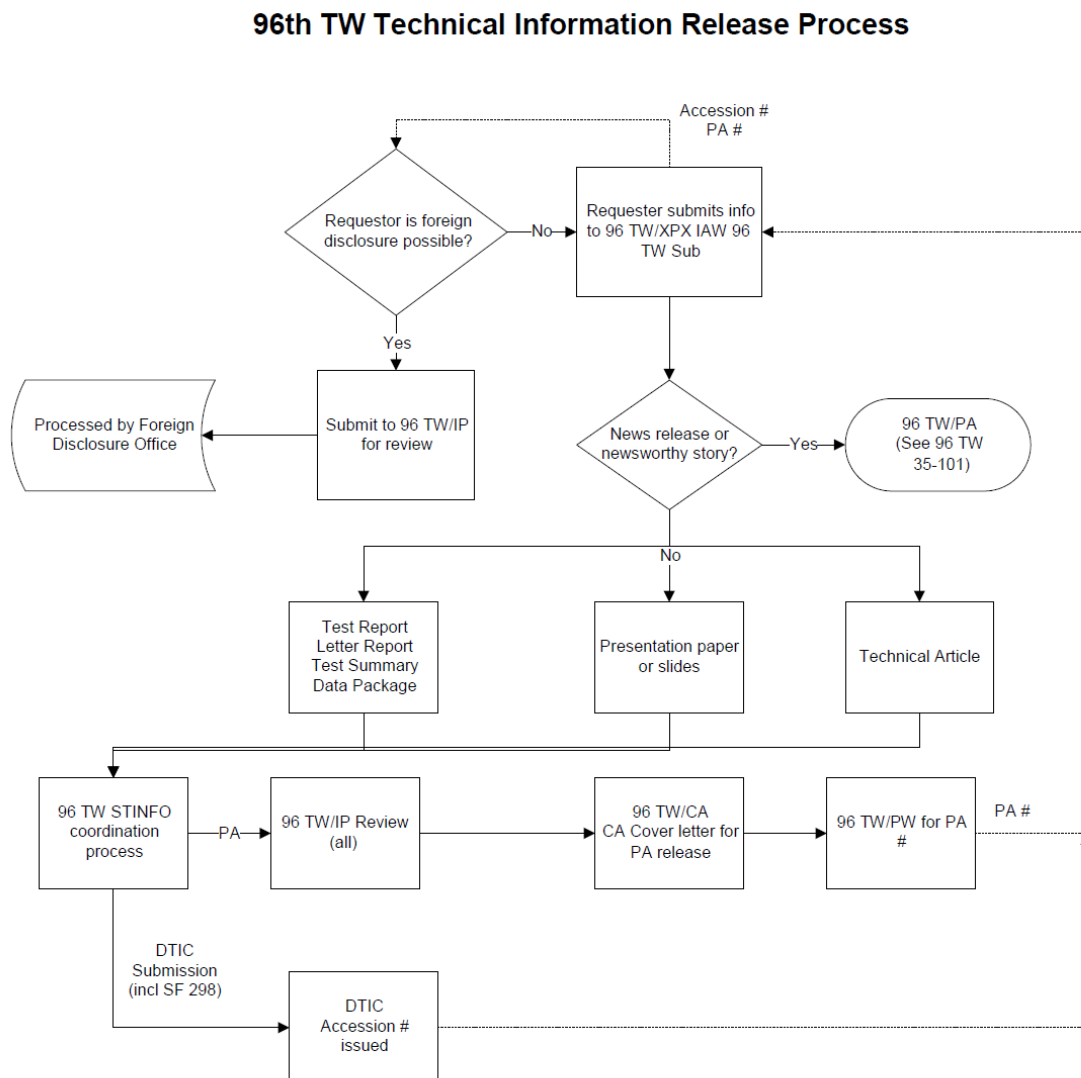
1.3.5. Prepare and submit an input to the STINFO Officer for WUIS for qualified work efforts as defined in AFI 61-203 using the process described in this instruction. At a minimum, this input shall be prepared and submitted annually.

1.3.5.1. Required data includes what is being accomplished, the performer, location, sponsor, cost and progress to date.

1.3.5.2. Annual submissions will be in January unless the project is terminated sooner.

1.3.5.3. A WUIS example is available on the 96 TW SharePoint site.

1.4. The 96 TW Security Office (96 TW/IP) will review all foreign disclosure restricted reports before submission to 96 TW/XPX as depicted in Figure 1 below. For those reports, the 96 TW/XPX will coordinate first on the AF Form 1768, *Staff Summary Sheet*.

**Figure 1. 96TW Technical Information Release Process**

## 2. Secondary Release of Test Related Reports.

2.1. Test related reports. The primary release process for test related reports (e.g.), Technical Reports, Quick Look Reports, Letter Reports, Data Packages, technical information in other forms to include e-mails and/or computer disks to the customer and others cited in a report's Distribution List is defined by AFMCI 90-103 96 TW Sup 1, *Test and Evaluation Information Products*, paragraph 2.5.1.1.1., will be processed through the 96 TW STINFO Officer as depicted in Figure 1 above and the following paragraphs.

2.2. DTIC submissions. A publication being submitted to DTIC will be provided to the 96 TW STINFO Officer in Adobe Acrobat or Microsoft Office electronic format if available. It must be accompanied by a completed Standard Form 298 (SF 298), preferably in electronic format.

2.2.1. The 96 TW STINFO Officer will process the submission as depicted in Figure 1 above and ensure that the DTIC Accession Document (AD) number is provided to the original requester when it becomes available.

2.2.2. Electronic document file format. The desired file format for technical publications submitted to the STINFO Officer is a signed and unalterable format such as Portable Document Format (pdf) document and may be sent electronically.

2.2.3. Non-electronic document process. For hard copies of official material, two copies of the document with a completed SF 298 attached must be provided to the 96 TW STINFO Officer for processing to DTIC.

**3. Release of Non-Test Related Reports.** A non-test report is any paper, briefing or other media of a technical nature not associated with a particular test project. Such documents and media must contain appropriate distribution markings and be processed for squadron approval. Once approved, these documents are submitted to the 96 TW STINFO Officer prior to release or distribution. The 96 TW STINFO Officer will forward the document or media to the 96 TW Technical Director (96 TW/CZ) for approval prior to submission through the 96 TW for a case number (see Figure 1 above), a process which typically takes about four weeks. If a report or media is classified, contact the 96 TW STINFO Officer for further guidance. All information to be released to a public organization for usage or publication must be reviewed by the 96 TW Public Affairs Office (PA) prior to release/submission. Specific examples of non-test reports are described below.

3.1. Conference or symposium proceedings that are compilations of presentations, lectures, and papers delivered at a meeting, symposium, conference, or convention. These proceedings may or may not contain conclusions or recommendations.

3.2. Journal articles or technical papers. These may be an alternate form of Technical Reports (TR) where publishers determine the format of the document or presentation. This form will sometimes satisfy the requirement for a work effort (e.g., the results of basic research). A journal article may not be adequate because it may not allow for publishing of all of the results. In that case, a TR would also be required. The program Statement of Capability (SOC) may specify such a publication as meeting all of the test reporting requirements. Because of the length of the approval cycle, units are required to send journal articles and technical papers to the 96 TW STINFO Officer for publication approval at least four weeks prior to the publishing submission date.

3.3. Technical memoranda/notes, progress reports, or interim reports. These are publications that record partial results and are highly useful as products of very complex efforts that terminate before completion where no final report will result.

#### **4. Special Notices for Technical Publication.**

4.1. Do not include material that implies the Government endorses or favors a product or service in technical documents for publication. When using a trade or product name for clarity, state that this does not constitute an Air Force endorsement.

4.2. Before submitting an article for publication in a professional journal, the publisher should be informed that official material is not subject to copyright law.

4.2.1. For official material, an electronic copy of the article must be sent to the 96 TW/JA and the 96 TW/PA with a completed SF 298 attached.

4.2.2. All Air Force funded or supported manuscripts that are to be submitted by Air Force employees, military personnel, contractors, or grantees for publication in scientific journals must carry at least one of the following footnotes as appropriate:

4.2.2.1. In-House. “The research reported in this paper was conducted by the personnel of the 96th Test Wing (AFMC), Eglin AFB, FL.”

4.2.2.2. Contract. “The research reported in this paper was sponsored by the 96th Test Wing (AFMC), Eglin AFB, FL, under contract (contract number) with (company).”

4.2.2.3. Additional information. “Opinions, interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the US Air Force”

4.3. Personnel may not give manuscripts or estimated dates of their deliverable(s) to non-DoD publications until manuscripts receive final clearance and approval.

David A. Harris, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 61-2, *Management of Scientific and Technical Information*, 7 April 1993

AFI 61-201, *The Local Scientific and Technical Information Process*, 16 June 2010

AFI 61-203, *The Work Unit Information System*, 25 July 1994

AFI 61-204, *Disseminating Scientific and Technical Information*, 30 August 2002

AFI 61-205, *Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings*, 25 July 1994

DoD Directive 5230.24, *Distribution Statements on Technical Documents*, 23 August 2012

DoD Directive 5230.09, *Clearance of DoD Information for Public Release*, 22 August 2008

DoD Instruction 5230.29, *Security and Policy Review of DoD Information for Public Release*, 8 January 2008

DoD Directive 3200.12, *DoD Scientific and Technical Information*, 11 February 1998

DoD Instruction 3200.14, *Principles and Operational Parameters of the DoD Scientific and Technical Information Program*, 28 June 2001

DoD Instruction 3020.46, *The Military Critical Technologies List (MCTL)*, 24 October 2008

DoD Instruction 2040.02, *International Transfers of Technology, Articles, and Services*, 10 July 2008

DoD Directive 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*, 18 August 1995

DoD Manual 5200.01-V2, *Information Security Program, Volume 2*, 24 February 2012 and updates 09 March 2013

DoD 5400.7-R, *DoD Freedom of Information Act Program*, 11 April 2006

***Adopted Forms***

AF Form 847, *Recommendation of Change to Publication*

AF Form 1768, *Staff Summary Sheet*

SF 298, *Report Documentation Page*

AFRLVA 61-2, *STINFO Protected Data Sheet*